

**Instructions For Adopting/Adapting The Local Compliance Plan
for The Division Of Special Education**

*****Due Date—July 1, 2008*****

In order to assist the responsible public agencies in meeting the requirement to have a Local Compliance Plan, the Division of Special Education has made available a Model Plan which can be found on our website at <http://dese.mo.gov/divspeced/Compliance/MCPindex.html>

Public agencies must have adopted or adapted a Local Compliance Plan and by July 1, 2008, complete the enclosed certification statement in accordance with the instructions below:

Step 1. Your agency must choose one of the following options for their local compliance plan:

- A. Adopt the Model Plan provided by the Department of Elementary and Secondary Education. If the agency adopts the state's model plan, it is automatically approved by the Department. You **do not** need to submit a copy of your plan to the Department.
- B. Adapt the Model Plan with local revisions. The agency must submit a copy of the pages on which revisions have been made with the revisions highlighted. These revisions must be approved by DESE before the agency's compliance becomes final. (Note: Simply placing your agency's name into the Model Plan does not constitute a revision. Revisions are substantive changes to the content of the plan)
- C. Write your own compliance plan. The agency must submit a copy of the plan for approval by DESE. The agency's plan will not become final until receipt of approval from DESE.

Step 2. Your agency's governing board must approve the Local Compliance Plan and complete the enclosed certification statement.

Step 3. For all options listed above, electronically submit the certification statement. The certification can be found at: <http://dese.mo.gov/divspeced/Compliance/documents/LCPCertificationForm.pdf>. Also submit the model Compliance plan to DESE, only if required in accordance with the instructions in Step 1, B or C.

All required documentation is to be submitted to:

MO Dept. of Elementary & Secondary Education
Division of Special Education-Compliance
Attn: Dana Desmond
PO Box 480
Jefferson City, MO 65102
Fax: 573-526-5946

Note 1: All plans (options A,B, or C) must be approved by the agency's governing board prior to its submission to DESE even though under Options B and C the plan has not had final approval from DESE. Also, any future revisions must go back to your governing board for approval and likewise for approval by DESE.

Note 2: This communication does not apply to component districts of the Special School District of Pemiscot County or those component districts of St. Louis County in which services for all students (Ages 3 to 21) are provided by the Special School District of St. Louis County. For those districts, the Special School District will be responsible for adopting the local compliance plan and submitting all necessary documentation to DESE. The SSD and the Component districts will need to develop an Assurance Document based upon the SSD compliance plan and Section IX of the Missouri State Plan by July 1, 2008 and submit that Assurance Document to DESE.

Note 3: This communication **does** apply to those component districts in St. Louis County that provide services to Early Childhood children (ages 3 to pre-k 5) with disabilities. Those districts must have a local compliance plan for their Early Childhood Special Education program and submit all required documentation to DESE.